



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE

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Office of the Schools Division  
Superintendent

December 17, 2025

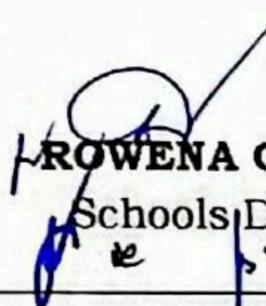
**DIVISION MEMORANDUM**

No. 643, s. 2025

**CALL FOR NOMINATIONS FOR THE SEAMEO SEN SCHOLARSHIP PROGRAM  
ON DESIGNING SUCCESS: EFFECTIVE IEPs FOR SEN LEARNERS 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
School Heads  
All others concerned

1. In reference to Regional Memorandum no. 1697, s. 2025 titled "Call for Nominations for the SEAMEO SEN Scholarship Program on Designing Success: Effective IEPs for SEN Learners 2026," the SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) announces its call for nominations for the scholarship program on **Designing Success: Effective IEPs for SEN Learners to be conducted** in Malaysia from **February 9-13, 2026**.
2. This Office shall endorse one (1) qualified nominee. The nominee is expected to accomplish and submit the Participant Nomination Form and required documents **on or before December 29, 2025**.
3. For other details, please refer to attached regional memorandum. For proper endorsement, please coordinate with SGOD-HRDS.
4. For information and dissemination.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
 REGION I



REGIONAL MEMORANDUM  
 No. 1697, s. 2025

**CALL FOR NOMINATIONS FOR THE SEAMEO SEN SCHOLARSHIP PROGRAM  
 ON DESIGNING SUCCESS: EFFECTIVE IEPs FOR SEN LEARNERS 2026**

To: Schools Division Superintendents

1. The SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN) announces its **Call of Nominations** for the scholarship program on **Designing Success: Effective IEPs for SEN Learners**, to be conducted in Malaysia from **February 9-13, 2026**.

2. The course details are as follows:

<b>Course Title</b>	<b>Designing Success: Effective IEPs for SEN Learners</b>
<b>Training Schedule</b>	February 9-13, 2026 (5 days)
<b>No. of Slots</b>	<b>Two (2) nominees</b>
<b>Modality</b>	Face-to-Face (Malaysia)
<b>Target Participants and Qualifications</b>	<ul style="list-style-type: none"> <li>• Primary/ Secondary/ Inclusive / Mainstream School Teacher of Special Education</li> <li>• Proficient in basic English</li> <li>• Must be in an excellent health condition or is accompanied with a medical certificate by an authorized government physician certifying that the participant is medical fit for a 5-day program with the course application form</li> <li>• Should not be an expectant mother (for female participant)</li> </ul>
<b>Provision covered by SEAMEO SEN</b>	Tuition fees, economy round-trip airfare, accommodation, and other benefits as provided by the sponsor
<b>Deadline of Submission</b>	<b>December 29, 2025</b>

3. The key expected outcomes of the course include:

- Enhancing understanding of the principles, structure, and components of an effective IEP;
- Equipping participants with practical tools and strategies for designing individualized learning goals based on student assessments;
- Strengthening collaboration between teachers, parents, and multidisciplinary teams in the IEP process;
- Improving the ability to monitor, document, and evaluate learner's progress using evidence-based approaches;

- e. Creating inclusive classroom environments that align with IEP goals and promote holistic student growth.
4. The Schools Division Offices (SDOs) are encouraged to nominate one (1) qualified candidate. All nominees must meet the qualifications and submit documentary requirements listed in **Eligibility and Documentary Checklist (Enclosure 1)**. The **Scholarship Clearance (Enclosure 2)** should also be duly accomplished and submitted.
  5. The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before December 29, 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/r9RAZGIQ1b>. Kindly use official DepEd email accounts in submitting the requirements.
  6. Please note that applications may be disqualified due to various reasons, such as but not limited to incomplete requirements, absence of official endorsement/s, direct submission of application to the Secretariat's email, or discrepancies in submitted documents, among others.
  7. For further information or any concern, please contact the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919. Attached is the SEAMEO SEN General Information for additional details.
  8. For immediate dissemination and appropriate action.



**TOLENTINO G. AQUINO**  
Director IV

Encl: As stated  
Reference: DM-OULS-2025-189  
To be indicated in the Perpetual Index  
Under the following subjects:

SCHOLARSHIPS

SPECIAL EDUCATION

HRDD/vrdg/RM\_SEAMEOSEN2026  
December 11, 2025





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**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	d. Must be holding a permanent item.	Updated Service Record
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges



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**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the Course</b>  (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b>  (State the reason below)





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**VIII. Reason/s for Non-Completion**

(must be supported by attachments)

Resignation  Transfer  Retirement  Others

*Explain further.*

**IX. Service Obligation**

No. of Months/Yrs Required

No. of Months/Yrs Completed

**X. Reason for Non-Completion**

(must be supported by attachments)

Resignation  z  Retirement  Others

*Explain further.*

*I hereby attest that the information in this form and the supporting documents attached hereto are true and correct*

Name and Signature of the Scholar

Date and Time

*This is to certify that the information in this form and the supporting documents attached hereto are true and correct*

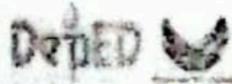
Name and Signature of the Recommending Authority  
(SDO - HRDD)

Date and Time

**APPROVED**

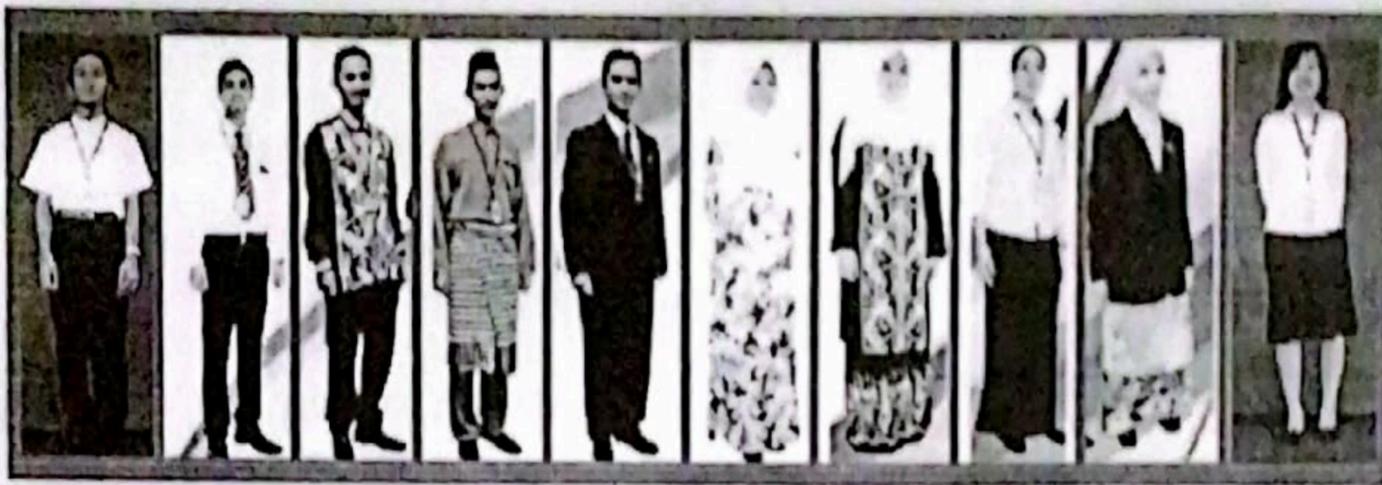
Name and Signature of the Recommending Authority  
(RO-HRDD)

Date and Time



**GENERAL INFORMATION**  
**SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS**  
**REGULAR COURSE**

1. Participant requirements:
  - Proficient in basic English.
  - Must be in an excellent health condition or is accompanied with a medical certificate by an authorised government physician certifying that the participant is medically fit for a 5-day program with the course application form
  - Should not be an expectant mother (for the female participant)
  - **Must be covered by comprehensive medical insurance** for the entire **5-day** program.
  
2. Terms and conditions of the course.
  - a. SEAMEO SEN shall provide partial scholarships covering accommodation, meals, e-certificates, and training materials. The full course fee of **USD350** will apply to any additional participants.
  
  - b. The following countries; Brunei, Indonesia, Philippines, Singapore, Vietnam and Thailand are allowed to send more than **TWO (2)** participants.
  
  - c. Cambodia, Myanmar, Lao PDR and Timor Leste (CMLT) are allowed to send more than **ONE (1)** participant. However, the return flight tickets for the additional participant must be borne by the respective CMLT participants.
  
  - d. Accommodation, Food and Attire
    - i. The centre will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy (twin-sharing). The Centre has the right to allocate roommates to participants.
  
    - ii. Meals (breakfast, morning tea, lunch, afternoon tea and dinner) shall be provided by the Centre on weekdays **excluding Saturday, Sunday and Public Holidays**. Please state if you require a specific dietary requirement (vegetarian/allergies).
  
    - iii. Participants are **not allowed to bring any form of food or drinks containing pork, lard and alcohol** inside the SEAMEO SEN premises.
  
    - iv. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish. The examples of dress codes are as follows:



d. Medical coverage

SEAMEO SEN will do our best ability to assist participants who require medical attention. However, the centre **does not cover any medical expenses that need specialist attention, hospitalization, or chronic illnesses**. Participants are expected to **sign up for traveling and comprehensive medical insurance** for their stay in Malaysia.

3. Arrival and Departures

In general, participants are expected to arrive in Melaka **one (1) day before** the course starts and to depart **one (1) day after** the course is over. SEAMEO SEN will be providing pick-up and sending-off services to the Centre from Kuala Lumpur International Airport (KLIA) Terminal 1 and Terminal 2. For that purpose, kindly fill in the arrival date and flight details on the registration form.

4. Passport and visa

- a. Participants are expected to have a valid passport for travel purposes and, **minimum of 6 months validity from the arrival date**.
- b. Exit permits for nominated participants (except Malaysian participants) must be obtained from participants' respective Government.
- c. Entry visas for nominated participants, if applicable, into Malaysia must be obtained from the Malaysian embassy in the participants' countries. The visa should be a **minimum of 2 weeks** to cover the period of the course. Any fine/penalty charged to the participant due to a visa with a duration of less than 2 weeks, will be under the participant's responsibility.
- d. The Centre shall produce a letter of invitation/acceptance which may help expedite the visa application process upon receiving participants' names from

the respective Ministry of Education. Therefore, the Centre expects the participants' names to be sent as stipulated.

#### 5. Inquiries

Should you require additional assistance/ information, kindly contact:

1. Monishah Md Shah  
Head, Training and Consultation  
Phone: +601110748739  
Email: [monishah@seameosen.edu.my](mailto:monishah@seameosen.edu.my)
2. Muhammad Ikram Ab Aziz  
Programme Officer  
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Email: [ikram@seameosen.edu.my](mailto:ikram@seameosen.edu.my)
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